2003
Mini Report Card Syllabus

Curriculum developed by Fleet Operations with the intention of assisting all State Agencies adhere to the Fleet Management Rules, Policies, and Procedures set forth by the Utah State Legislature

◆ **Grading Begins:** August 4th, 2003

◆ **Final Analysis Distributed:**   September 2nd, 2003

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Equipment Inventory

Equipment Contacts

- ✓ A valid Operator Id must be assigned to each active Equipment Unit. Valid means that the Operator is marked as "Authorized to have a permanently assigned unit" *and* that they are not marked as "Invalid" on the Authority tab of the Operators screen.
- ✓ every operator who drives that equipment <u>must</u> be assigned as an additional operator.
  NOTE: State Law mandates that *every* person operating a state vehicle must display proof of legal authority to drive. This means that they and their valid Driver's License information are listed in FleetFocus. Additionally, it must be documented when they drive a vehicle. If it is a permanently assigned vehicle, they need to be listed as an additional operator on the Assignments tab of Fleet Equipment. If it is a motor pool rental, they must be listed on the reservation.

Licensing

- ✓ All Units must be current on their registration.

Fuel Usage

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✓ The amount of expected fuel used monthly for each Equipment Unit is derived from the following calculation: (Monthly Meter Usage / Miles per Gallon (Hwy and City). Example: An Equipment Unit gets 25mpg on the Highway and 20mpg in the City. It travels 2,000 miles in one month. The amount of expected fuel used for that month is 80 – 100 gallons. (2000 miles / 25mpg = 80 gallons of fuel AND 2000 miles / 20mpg = 100 gallons of fuel). Each Equipment Unit must fall within the expected fuel usage range.
NOTE: Miles per Gallon data is defined on the Capacities tab of the Specifications screen (Data→Equipment Units→Specifications)

<u>Operators</u>

<u>Driver's License Information</u>

✓ Every authorized operator must have valid Driver's License information documented on the Operators screen. The required data includes: <u>*Correct*</u> Driver's License Number, Issuing Government, Expiration Date, and Classification.
NOTE: An authorized operator is one who is either assigned to a permanently assigned equipment unit, has used motor pool reservations within the last six months, or has a confirmed reservation for the future.

<u>Email</u>

✓ Every permanently assigned, authorized operator must have a valid email address listed on the Employment Info tab of the Operators screen.

Preventive Maintenance Routines

PM's Due

- ✓ No Equipment Unit shall be past due on their Preventive Maintenance (either by miles or date, whichever is appropriate) as of 09/01/2003.
- ✓ This will be looked at much stricter than in previous report cards!

PM History

- ✓ All Equipment Units must display appropriate PM history for the previous year (09/01/02 – 09/01/03). Thus if the PM program dictates maintenance performed every 5,000 miles and the units actual utilization is 1,500 miles p/month, then a PM should be documented in FleetFocus every 3½ months.

<u>Extra Credit</u>

✓ **Components**
Components are defined as "non-vehicular, fleet-related equipment". "*Vehicles*" are not to be documented on the Assets screen.

✓ **Operator / Employee Training**
Although other types of training will be acknowledged, Defensive Driver's Training data is the main focus of this credit. You may use either the Training screen (Data→Equipment Units→Set Up→Operators→Training) or the Operators→Primary Information screen (Data→Equipment Units→Set Up→Operators).

✓ **Key Codes**
This is an invaluable piece of data when someone has lost access to their keys. It can be documented on the Basic Info tab of the Specifications screen (Data→Equipment Units→Specifications).